

Market Survey/Request for Sources Information  
Administrative Services  
Mike Monroney Aeronautical Center,  
Oklahoma City, Oklahoma

General Information:

The Federal Aviation Administration (FAA) is conducting a Market Survey/Request to identify potential vendors certified under the Small Business Administration's (SBA) 8(a) program to provide Administrative Services at the Mike Monroney Aeronautical Center (MMAC), Oklahoma City, Oklahoma.

The requirement will be for the provision of capable, skilled administrative services personnel in support of the missions of the various organizations located at the FAA's MMAC. The services required include the provision of various administrative and clerical labor personnel including Administrative Assistants and Analysts, Technical Writer/Editors, Training Program Assistants, Clerks, Key Operators, Word Processors, Inspectors, and Supervisors. The NAICS code for this requirement will be 561110, Office Administrative Services, with a Small Business Size Standard of \$7.0 million.

The FAA is conducting this Market Survey/Request for Information to improve the Government's understanding of the current marketplace and to identify qualified and capable SBA 8(a) sources. This announcement is not a Screening Information Request (SIR) or a Request for Proposal (RFP) of any kind. Interested SBA 8(a) sources must respond with information to confirm evidence of their qualifications and capabilities to meet requirements in the attached description. The FAA intends to review all response submittals to establish the acquisition strategy. Responses to this market survey will be used to determine the capabilities and availabilities of interested SBA 8(a) sources in the market and will be used to determine if there is adequate competition to set the requirement aside for SBA 8(a) source, or to set it aside for other Small Businesses, or to open it up for full and open competition. This survey is being conducted in accordance with FAA Acquisition Management System (AMS) Section 3.2.1.2.1. This survey will support market research obtained from multiple sources and will be utilized for planning purposes only. Acquisition strategy decisions will be made using the information provided by vendors responding to this market survey.

All interested SBA 8(a) vendors are advised that the FAA will not pay for any information or any administrative costs incurred that are associated with any response received from industry in response to this Market Survey/Request for Information. Therefore, any costs associated with vendor's Market Survey/Request for Information submissions will be solely at the interested vendor's expense.

Any information provided under this market survey is for informational purposes only and will not be released. Any proprietary information submitted will be protected if appropriately marked. Vendor participation in any informational session is not a promise of future business with the FAA.

## Response to this Market Survey:

Interested SBA 8(a) vendors must provide evidence of their qualifications and capabilities in their response to the market survey with supporting documentation/information that clearly demonstrates that the vendor can satisfactorily provide the required products and services. Attachment A includes a request for reference information for the vendor's performance on previous contracts. Attachment B is a business declaration form for descriptive information regarding the business status of the vendor. Attachment C includes a request for information summarizing the vendor's qualifications, capabilities, and plans to meet the requirements of the work. Attachment C is the draft Performance Work Statement.

All responses submittals (one response per company) are to be provided with a cover letter on company letterhead. Responses must be received no later than 3:00 P.M, local time, December 30, 2011. Market survey responses received after the time and date specified may be determined to be late and may not be considered.

Response submittals must include the following:

1. Responses to the requested reference information in Attachment A.
2. Responses to the requested business declaration information in Attachment B, including a copy of the vendor's SBA 8(a) certification letter.
3. Responses to the requested information summarizing the vendor's qualifications, capabilities, and plans to meet the requirements of the work. Responses must include documentation that clearly demonstrates that the interested vendor is qualified and capable of providing the required services. The format of the documentation is at the discretion of the vendor.

The FAA prefers that all response submittals, including attachments, be submitted electronically to the following email address: [randall.bratcher@faa.gov](mailto:randall.bratcher@faa.gov) Responses should be submitted in a portable document format (i.e. .pdf file); however, Microsoft Word is acceptable.

If you cannot respond electronically, please send response submittals to:

Federal Aviation Administration  
Attn: Randall L. Bratcher, Contract Specialist (AMQ-310)

Mailing Address:  
P.O. Box 25082  
Oklahoma City, OK 73125

Physical Address:  
6500 S. MacArthur Boulevard  
Oklahoma City, OK 73169-6901

Point of contact is Randall L. Bratcher, Contract Specialist, at e-mail [randall.bratcher@faa.gov](mailto:randall.bratcher@faa.gov) or telephone (405) 954-8860 or FAX (405) 954-3030.

NOTICE for informational purposes for Minority, Women-owned and Disadvantaged Business Enterprises: The Department of Transportation (DOT), Office of Small and Disadvantaged Business Utilization (OSDBU), has a program to assist small businesses, small businesses owned and controlled by socially and economically disadvantaged individuals, and women-owned concerns to acquire short-term working capital assistance for transportation-related contracts. Loans are available under the DOT Short Term Lending Program (STLP) at prime interest rates to provide accounts receivable financing. The maximum line of credit is \$750,000. For further information and applicable forms concerning STLP, call the OSDBU at (800) 532-1169.

NOTE: Any contract awarded for the requirements above will contain the AMS Clause 3.3.1-33 Central Contractor Registration (April 2006). Award cannot be made to a vendor that has not accomplished this registration. See paragraph (d) below:

\*\*\* (d) If the offeror does not become registered in the CCR database in the time prescribed by the Contracting Officer, the Contracting Officer may proceed to award to the next otherwise successful registered offeror.

ATTACHMENT A: References (to be completed by vendor and returned)

ATTACHMENT B: Business Declaration (to be completed by vendor and returned)

ATTACHMENT C: Vendor qualifications/capabilities (to be completed by vendor and returned)

ATTACHMENT D: Draft Performance Work Statement